

<b>Abbreviated Instructions To Prepare a SLT Spreadsheet File</b>		
<b>Step</b>	<b>Action</b>	<b>Expected results</b>
1	Open the starter file with the file name SLT_Spreadsheet_starter_file.xls.	The EXCEL software will start running.
2	Perform the Save As feature to save the file to a unique name. Include your LO in the file name (i.e., NWS_SLT_02-18-04.xls).	The file will be saved in your current directory unless you specify a different directory.
3	Open, read and follow the instructions provided in the Instructions worksheet.	User becomes familiar with the Overview and Spreadsheet Instructions.
4	Open and enter your information in the LO Information worksheet.	The file captures your information.
5	<p>Click on Data Entry worksheet tab.</p> <p>Important Notes for this Worksheet:</p> <ol style="list-style-type: none"> <li>1. All fields, except where noted for the 'UNIT_CODE' field, must be populated in order for the spreadsheet to be accepted by the FRD office.</li> <li>2. DO NOT hide, delete, protect, rename, reorder, change formatting or any other characteristic of any cell or column within the spreadsheet.</li> <li>3. ONLY enter your SLT data in the Data Entry worksheet.</li> </ol>	The worksheet is in a format the FRD office will be successful in converting to an ASCII text file.
5	Follow the detailed instructions provided in the following FIELD SPECIFIC INSTRUCTIONS.	The Data Entry worksheet is populated with the LO SLT data starting on line 2.

## FIELD SPECIFIC INSTRUCTIONS

Column Name	Max Length/ Required	Examples	Notes
FROM_TO	1 required	F or T	<ul style="list-style-type: none"> <li>Populate with 'F' to represent the ACCS string 'from which' the costs will be transferred (upper case)</li> <li>Populate with 'T' to represent the ACCS string 'to which' the costs will be transferred (upper case)</li> </ul>
FCFY	4 required	2003	<ul style="list-style-type: none"> <li>Need to ensure the FCFY is the same on both the 'To' and 'From' side of each related group of transactions</li> </ul>
PROJECT	7 required	18K3B73	<ul style="list-style-type: none"> <li>CAMS Project code</li> <li><u>Must be seven (7) characters</u> in length (all capitals)</li> <li>May be a mix of numbers and letters</li> <li>Must be a valid (active) project code</li> <li>Generally 0 (zeros) are used instead of O - these are not interchangeable</li> </ul>
TASK	3 required	P00	<ul style="list-style-type: none"> <li>CAMS Task Code</li> <li><u>Must be three (3) characters</u> in length (all capitals)</li> <li>May be a mix of numbers and letters</li> <li>All CAMS Task Codes currently start with 'P'</li> <li>Must be a valid (active) task code with begin and end dates that include the FCFY of the line on the transaction</li> </ul>
ORG1	2 maximum	1 or 20	<ul style="list-style-type: none"> <li>CAMS Level 1 Organization Code</li> <li>Must use numbers only</li> <li>DO NOT use leading zeros or spaces</li> </ul>
ORG2	2 maximum	0 or 6 or 15	<ul style="list-style-type: none"> <li>CAMS Level 2 Organization Code</li> <li>Must use numbers only</li> <li>DO NOT use leading zeros or spaces</li> </ul>
ORG3	4 maximum	0 or 1 or 270	<ul style="list-style-type: none"> <li>CAMS Level 3 Organization Code</li> <li>Must use numbers only</li> <li>DO NOT use leading zeros or spaces</li> </ul>
ORG4	2 maximum	0 or 4 or 15	<ul style="list-style-type: none"> <li>CAMS Level 4 Organization Code</li> <li>Must use numbers only</li> <li>DO NOT use leading zeros or spaces</li> </ul>
ORG5	2 maximum	0 or 4 or 15	<ul style="list-style-type: none"> <li>CAMS Level 5 Organization Code</li> <li>Must use numbers only</li> <li>DO NOT use leading zeros or spaces</li> </ul>
ORG6	2 maximum	0 or 4 or 15	<ul style="list-style-type: none"> <li>CAMS Level 6 Organization Code</li> <li>Must use numbers only</li> <li>DO NOT use leading zeros or spaces</li> </ul>
ORG7	2 maximum	0 or 4 or 15	<ul style="list-style-type: none"> <li>CAMS Level 7 Organization Code</li> <li>Must use numbers only</li> <li>DO NOT use leading zeros or spaces</li> </ul>

Column Name	Max Length/ Required	Examples	Notes
OBJ1	2 maximum	11	<ul style="list-style-type: none"> <li>• CAMS Level 1 Object Code</li> <li>• Must use numbers only</li> <li>• DO NOT use leading zeros or spaces</li> <li>• None less than 11 and no 77</li> </ul>
OBJ2	2 maximum	12	<ul style="list-style-type: none"> <li>• CAMS Level 2 Object Code</li> <li>• Must use numbers only</li> <li>• DO NOT use leading zeros or spaces</li> </ul>
OBJ3	2 maximum	0	<ul style="list-style-type: none"> <li>• CAMS Level 3 Object Code</li> <li>• Must use numbers only</li> </ul>
OBJ4	2 maximum	0	<ul style="list-style-type: none"> <li>• CAMS Level 4 Object Code</li> <li>• Must use numbers only</li> </ul>
AMOUNT	Number	2,715,819.69	<ul style="list-style-type: none"> <li>• Amount of the cost to be transferred</li> <li>• Amounts in actual dollars and cents (not in thousands)</li> <li>• Commas <u>may be used</u> to separate thousands, but are not required</li> <li>• Must use decimal to separate dollars from cents, if needed</li> <li>• Do not use dollar sign (\$)</li> </ul>
UNIT_QUANT	Number (required)	0 or 54	<ul style="list-style-type: none"> <li>• If labor amounts have associated hours then the hours must also be transferred. This field must be populated with the number of hours to be transferred</li> <li>• If the unit_code does not include HOURS, this field <u>must</u> be populated with zero (0)</li> </ul>
UNIT_CODE	6	HOURS or 'leave blank'	<ul style="list-style-type: none"> <li>• If the SLT is to be used to transfer Hours this field must be populated with HOURS (all caps)</li> <li>• If the line on the SLT does not include hours, this field <u>must</u> be left blank.</li> </ul>
REFERENCE_NUMBER	20 maximum (must use)		<ul style="list-style-type: none"> <li>• This field creates the source reference in the data warehouse.</li> <li>• You <u>must</u> enter some value - the maximum is 20 letters or numbers (upper case)</li> <li>• You may want to consider using the project code from the other side of the transaction within the field.</li> <li>• Examples – LB FROM 49WGMLB or – LB FROM 1004</li> </ul>